



**CITY OF WESTMINSTER
HISTORIC DISTRICT COMMISSION
MEETING SUMMARY**

**Wednesday, November 2, 2016, at 7 PM
City Hall, 1838 Emerald Hill Lane**

I. Call to Order

- 1) Statement of Authority—The Westminster Historic District Commission derives its authority from Chapter 164, Article 9A of the City Code; which is derived from Md. Code Annotated, Land Use Article, Division 1, Single Jurisdiction Planning and Zoning, Title 8, Historic Preservation. The qualifications of the Westminster Historic District Commission are on file at the City Administration Building, 56 W. Main Street; the file is open to the public.
- 2) Roll Call
In attendance were Vice-Chair, Dean Camlin, Commissioner Kevin Wagman and Commissioner Steven Colella
City staff: Andrew Gray, Sandy Anderson and Missie Wilcox were present.
Guests: none

II. Approval of Minutes

There was no quorum, the September 7, 2016 meeting minutes were not voted on.

III. Public Hearings

No public hearings were scheduled.

IV. Old Business

- 1) Holiday House Tour progress update – Vice-Chair Camlin opened discussion on the Holiday House Tour. Ms. Wilcox presented information including, Holiday House Tour posters, tickets and booklets. Ms. Wilcox asked the Commission to review the proposed material for any corrections.

V. New Business

None

Commissioner Reports

- 1) Commissioner Colella inquired about whether road closure mailings would be going out to tenants and/or property owners residing in Belle Grove Square. Mr. Gray responded that mailings will be going out to property owners identified in the Maryland Department of Assessments and Taxation property records.

- 2) Commissioner Wagman inquired about the City Sign Ordinance and sign clutter along Main Street. Mr. Gray responded by mentioning the Sign Ordinance and that all signs must have a permit unless otherwise stated by City Code.

VI. Staff Report

- 1) Ms. Anderson briefed the Commission about a potential tax credit in the near future. Commissioner Colella would like staff to consider informing applicants of state and federal tax credit programs when they apply for the City's tax credit program.

VII. Public Comment

No public comment

VIII. Adjournment

Vice-Chair Camlin adjourned the meeting at 8:07 PM.